

**PLANNING SERVICES AGREEMENT**  
**Addressing an Update of the North Linden and**  
**South Linden Neighborhood Plans**  
**Between the**  
**City of Columbus Planning Division**  
**and the**  
**North Linden Area Commission**  
**and the**  
**South Linden Area Commission**

March 16, 2010

**A Purpose**

The purpose of this agreement is to outline the duties and responsibilities of the several parties who, together, will produce an adoptable neighborhood plan update to the North Linden Neighborhood Plan and the South Linden Neighborhood Plan (both adopted in 2003).

**B. Planning Area Boundaries**

The planning area boundaries are defined by the following and generally illustrated on the attached map:

**North:** E. Cooke Road (extended westward at the I-71 entrance ramp), Karl Road, and Ferris Road;  
**East:** the abandoned railroad right-of-way intersecting Ferris Road just east of Cleveland Avenue, 25<sup>th</sup> Avenue, Joyce Avenue, 17<sup>th</sup> Avenue, the abandoned railroad right-of-way intersecting 17<sup>th</sup> Avenue just east of Billiter Boulevard, and the railroad tracks intersecting Windsor Avenue just east of Windsor Park;  
**South:** the railroad tracks south of Bonham Avenue; and  
**West:** I-71, E. Hudson Street, and the railroad tracks west of I-71.

**C. General Scope of the Project**

The general scope of the project includes the following:

- a plan update addressing the urban design, land use, and related planning issues facing the community with a principal focus on development-related issues and policies;
- a consensus-based planning process utilizing a Working Committee, public meetings, and city staff review to arrive at consensus and final plan update documents;
- review, recommendation, and adoption by the Columbus Development Commission and Columbus City Council; and
- a ten-year planning horizon.

This and all Columbus neighborhood plans, amendments, and updates do not address public safety, code enforcement, and other programmatic community development issues. Although considered in this effort due to their relationships with urban design and land use, transportation issues will not be directly addressed. The city's Public Service Department has recently completed a mobility study for the area.

**D. Timeframe**

The plan update shall be completed and ready for adoption in no more than 9 months from the date of execution of this agreement. Any extension to this timeframe must be approved by the Planning Administrator. If it appears that extension of the timeframe will not result in a reasonable conclusion to the planning process, the Administrator has full authority to stop the planning process and to resume it at a more appropriate time.

**E. Participants and their Roles and Responsibilities**

The key participants of the planning process are as follows:

1. **North Linden Area Commission and South Linden Area Commission:** The two area commissions shall have the following responsibilities:
  - a. review and approve this Planning Services Agreement;
  - b. help identify community stakeholders and each appoint between five and seven members to the Working Committee, to the highest degree possible reflecting major stakeholder groups in the community;
  - c. continuously promote communication among members of the Working Committee, the two area commissions, and the public-at-large regarding all matters related to this project;
  - d. together host all public meetings and open houses; and
  - e. assist the Planning Division with public presentations, including those before the Columbus Development Commission and Columbus City Council.
2. **Working Committee:** The Working Committee shall have the following responsibilities:
  - a. represent the broad public interest during the plan update process;
  - b. assist the Planning Division with fieldwork to assess and document features, conditions, etc., of the planning area as necessary and appropriate;
  - c. attend all committee meetings and attend most public meetings;
  - d. review all materials prepared during the plan update process and share constructive comments, thoughts, and suggestions with staff and other process participants;
  - e. conduct community outreach and personally solicit members of the public to attend all public meetings and events;
  - f. approve the final draft plan update; and
  - g. assist the Planning Division with public presentations, including those before the Columbus Development Commission and Columbus City Council.
3. **Columbus Planning Division:** The Planning Division shall staff the planning process in concert with input from the Working Committee, both area commissions, and the general public. Further, it shall:
  - a. finalize this Planning Services Agreement and a meeting schedule;
  - b. finalize a stakeholder list and conduct stakeholder interviews;
  - c. hold an orientation session for the Working Committee and conduct regularly-scheduled meetings based upon and timed to coincide with key phases of the work program (rather than on a regular monthly basis);
  - d. provide the Working Committee and both area commissions with progress reports;
  - e. conduct all background research, data gathering, and analyses to support the plan update process, except as assisted by the Working Committee;
  - f. prepare draft and final plan update documents and post all major documents at [www.planning.columbus.gov](http://www.planning.columbus.gov);
  - g. circulate the draft plan update, as appropriate, for comment and suggestions to city departments/divisions, the Working Committee, both area commissions, and other stakeholders;
  - h. conduct a public open house to present the draft plan update to the community-at-large for comments and questions;
  - i. review public input with the Working Committee and finalize changes to the plan update;
  - j. gain Working Committee, North Linden Area Commission, and South Linden Area Commission approval of the plan update;
  - k. submit the plan update to Columbus Development Commission for a recommendation of approval to Columbus City Council; and
  - l. submit legislation to adopt the plan update to Columbus City Council.

4. **Project Manager:** Senior Planner Todd Singer, AICP will serve as the project manager.

#### **F. Work Program**

The work program of the planning process, consisting of five phases, is outlined below. These phases and tasks shall be completed within the timeframe established under Section D above.

**Phase 1: Data/Analysis and Preliminary Community Outreach:** Includes mapping and analyses of existing conditions, meeting with city department and divisions, conducting key stakeholder interviews, setting up a meeting schedule, and other related tasks.

**Phase 2: Identification of Key Land Use and Urban Design Issues:** The Planning Division shall use several techniques to gather public input identifying land use and urban design issues, priorities, and goals for the planning area. As a general rule, it is expected that one Working Committee meeting and one public workshop shall be held during this phase. Tasks for both of these events include (1) review of existing conditions and identification of neighborhood issues and priorities in a small group exercise, and (2) identification of development opportunities.

**Phase 3: Formation of Draft Land Use and Urban Design Plans and Draft Design Guidelines:** Based on input and analyses from city departments and divisions, the Working Committee, and the public in Phases 1 and 2, the Planning Division shall develop and illustrate draft concepts for urban design, land use, and design guidelines. One Working Committee meeting and a public workshop shall be held to share the draft concepts and to elicit input from process participants and the larger public.

**Phase 4: Development of Plan Update:** The draft plan update shall be written by the project manager incorporating all input and consensus gathered in earlier phases. One Working Committee meeting and one public workshop shall be held to present a draft update document for review and comment. Additionally, opportunities for written comments shall be made available. The draft update shall be posted at [www.planning.columbus.gov](http://www.planning.columbus.gov).

**Phase 5: Update Amendment Approval, Adoption and Delivery:** The draft plan update shall be finalized and presented to the Working Committee, both area commissions, and the public-at-large for their approval and recommendation to Columbus Development Commission. The Planning Division shall further finalize the draft plan update document into a graphically-enhanced, aesthetically-pleasing format and shall present it to Columbus Development Commission for its recommendation of adoption to Columbus City Council. Upon a favorable Development Commission recommendation, the division shall submit legislation for adoption to Columbus City Council.

#### **G. Plan Update Elements**

The neighborhood plan update shall include the following elements:

**An Introduction.** Provides an overview of the planning process, a summary of issues identified by the community, and a summary of the plan update's key recommendations.

**Existing Conditions.** Summarizes all analyses and findings of conditions existing in the planning area prior to commencement of the planning process.

**Plan.** Elements shall include Urban Design and Land Use.

- The urban design element defines and assesses the urban form of the planning area. Commercial, residential, and other design guidelines shall appear here, as shall historic preservation-related matters and recommendations, if any.
- The land use element addresses existing land-use patterns and zoning and recommends a future land-use map. Any necessary community facilities-related matters shall be addressed here.

**Implementation.** Includes a "Development Review Checklist" and, if appropriate, a chart illustrating action-oriented recommendations of the plan update.

#### H. Deliverables

The Planning Division shall deliver:

- a draft and a final neighborhood plan update consisting of text, graphics, and maps; and
- an executive summary of the plan update in brochure form.

All documents shall be prepared in electronic form. No more than one printed original, 25 copies, and a single digital copy of the final plan update shall be delivered to each area commission by the Planning Division. All major documents shall be posted at [www.planning.columbus.gov](http://www.planning.columbus.gov).

#### I. Accountability & Resource Management

The Planning Division shall monitor this Planning Services Agreement. If it appears that the planning process is progressing in a non-productive manner and/or in one in which a plan update is not likely to reach fruition, the division shall discuss the relevant issue(s) with both area commissions and it will be determined whether the process should continue. As partners in this agreement, the North Linden Area Commission and/or the South Linden Area Commission may, likewise, bring issues to the attention of the Planning Division for discussion and resolution. The Planning Division shall ensure that documents (including text, maps, and graphics) are consistent with applicable division standards.

#### North Linden Area Commission

\_\_\_\_\_  
Danny D. Popp, Chairperson

\_\_\_\_\_  
Date

#### South Linden Area Commission

\_\_\_\_\_  
George Walker, Jr., Chairperson

3/16/10  
\_\_\_\_\_  
Date

#### Columbus Planning Division

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Vince Papsidero, AICP, Planning Administrator

03.31.10  
\_\_\_\_\_  
Date

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North Linden Area Commission

Danny D. Popp, Chairperson

10/15/09  
Date

Columbus Planning Division

  
Vince Papsidero, AICP, Planning Administrator

03.31.10  
Date

South Linden Area Commission

George Walker, Jr., Chairperson

Date